



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, MARCH 19, 2025, 4:30PM  
**IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE**

*Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."*

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. MINUTES FROM PREVIOUS MEETINGS
  - a. **ACTION ITEM: APPROVE** minutes of February 19, 2025 Meeting
4. MONTHLY BILLS for FEBRUARY 2025 **BILLS \$56,639, PERSONNEL \$52,027, Donations Expenditures \$1,617**
  - a. **ACTION ITEM: APPROVE** March 2025 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
  - A. Exhibit Coordinator's Report
  - B. Chart of Visits
6. LIBRARY STATISTICS
  - A. Copy Income and Meeting Room Income Reports
  - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
  - C. Interloan Chart
  - D. Circulation Charts
    - a. Circulation & Renewals with Municipality Chart
    - b. Consortium Circulation
7. DEPARTMENT REPORTS
  - A. Director's Report
  - B. Adult Services Report
  - C. Youth Services Report
  - D. Teen Services Report

8. COMMITTEE REPORTS

- A. Finance Committee
  - a. No Meeting
- B. Planning Committee
  - a. No Meeting
- C. Policy Committee
  - a. Met on March 19, 2025 at 4:00pm
- D. Personnel Committee
  - a. No Meeting

9. OLD BUSINESS

- a. Volunteer Policy
  - i. **ACTION ITEM:** Approval is recommended if forwarded from the Policy Committee.
- b. 2024 Annual Report Presentation

10. NEW BUSINESS

- a. Incident Reports

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, April 16, 2025 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE  
IF YOU ARE UNABLE TO ATTEND.

THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO  
ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.  
PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY  
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY FEBRUARY 19, 2025, 4:30PM

*Mission Statement: "committed to offering opportunities for connections, innovation, and engaged learning."*

Meeting was called to order by Vice President, Julie Eiden at 4:31 pm.

Julie Eiden, C. Nagel, Sarah Hanneman, Holly Olsen, John Miller, and Alton Ross were present. John Turner, Melanie Peterson and Mary Zimmerman were absent. Library Director, Eric Bailey, Adult Services Head Jan Popple, Head of Youth Services Simon Baumgart, Exhibit Coordinator Liz Kneer, Youth on Board Alternate Alisa Forseth were present.

**APPROVAL OF AGENDA**

MOTION by C. Nagel, SECOND by H. Olsen to approve the agenda. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Julie Eiden.

Minutes from January 15, 2025 Board Meeting.

MOTION by S. Hanneman, SECOND by J. Miller, to approve the agenda. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

Monthly bills for February 2025, **BILLS \$59,050, PERSONNEL \$44,558, DONATIONS EXPENDITURES \$1,518.** MOTION J. Miller, SECOND by C. Nagel to approve the February 2025 bills with personnel costs and donation expenditures. 6 ayes, 0 nays, 3. Motion passed unanimously on a roll call vote.

**Library Statistics**

Copy Income **\$847.20**; Meeting Room Income **\$100.00**

Volunteer Hours **98.25**; Reference Transactions **894** Library Visits **8,075**; Internet Use: **737** wireless, **458** stations; Curbside service **7**; Total Library Programs **24**, Total Program Attendance **491**; Study Room Use **93**; Passport Applications **21**

Interloan Chart: **3,241** items loaned, **3,228** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **13,009**.

Consortium Circulation Chart was presented.

**Library Exhibit Room Report**

Exhibit Coordinator's report was given. A chart of visits was included in the packet.



#### Department Reports

Director's Report, Adult Services Report, Youth Services Report were given. Teen Services Report was shared.

#### Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee did not meet.

Policy Committee meeting scheduled for March 19, 2025

#### Old Business

Point-of-Sale Credit Card Processing. Library asked to add a line on the statistics.

MOTION by C. Nagel, SECOND by H. Olsen, to approve payment type draft policy. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

MOTION by C. Nagel, SECOND by J. Miller to approve the opening of a Square checking account to allow for Point-of-Sale processing of credit and debit cards at the library. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

#### New Business

##### a. Incident Reports

a. Patron fell in the library book saleroom. Medical assistance was offered and declined.

b. A teen did not have a ride at close and the police was called. Parent arrived after the police.

##### b. 2024 Annual Report

MOTION by H. Olsen, SECOND by S. Hanneman to approve the 2024 report for delivery to the state. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

Alton Ross and Melanie Peterson were recorded as having the same email & physical address. Addresses have been approved as amended.

#### Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred. Included in packet.

Next meeting will be Wednesday, March 19, 2025, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

#### Adjournment

MOTION by C. Nagel, SECOND by H. Olsen, to adjourn. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:10 pm.

Chaired by Julie Eiden, Library Board Vice-President

Minutes taken and compiled by Jan Poppo

**2022 BUDGET WORKSHEET  
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	<u>% Expended</u>	<u>% Unexpended</u>	
		12/31/2024	Actual	2/28/2025	YTD	Request			
		Prior Year	Actual	CURRENT YTD	Estimated	2025			
		<u>Actual</u>	<u>2/28/2025</u>	<u>Actual</u>					
<b>REVENUES</b>									
<b>INTERGOVERNMENTAL</b>									
251-43215-000-000	FEDERAL: LIBRARY GRANTS								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	386,684	-	-	402,774	402,774	0.00%	100.00%	
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,429	-	-	17,869	17,869	0.00%	100.00%	
251-43726-000-000	COUNTY AID: LIBRARY WINNEBAGO	-	-	-	1,006	1,006	0.00%	100.00%	
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	3,821	-	-	3,898	3,898	0.00%	100.00%	
	<b>INTERGOVERNMENTAL</b>	<b>407,934</b>	<b>-</b>	<b>-</b>	<b>425,547</b>	<b>425,547</b>	<b>0.00%</b>	<b>100.00%</b>	
<b>PUBLIC CHARGES FOR SERVICE</b>									
251-46710-000-000	FEES: LIBRARY COPIES	6,884	524	1,259	6,000	6,000	20.99%	79.01%	
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	507	259	268	-	-			
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	303	39	59	100	100	59.10%	40.90%	
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,438	99	364	2,500	2,500	14.55%	85.45%	
251-46740-000-000	FEES: PASSPORT	5,160	1,225	2,100	7,500	7,500	28.00%	72.00%	
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>15,292</b>	<b>2,146</b>	<b>4,050</b>	<b>16,100</b>	<b>16,100</b>	<b>25.15%</b>	<b>74.85%</b>	
<b>MISCELLANEOUS</b>									
251-48215-000-000	RENT: MEETING ROOMS	1,686	410	510	1,500	1,500	34.00%	66.00%	
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	50	100	100	100	100	100.00%	0.00%	
251-48550-000-000	DONATIONS: LIBRARY	44,414	211	256	61,500	61,500	0.42%	99.58%	
251-49210-000-000	TRANSFER FROM GENERAL FUND	367,522	-	-	373,035	373,035	0.00%	100.00%	
	<b>MISCELLANEOUS</b>	<b>413,672</b>	<b>721</b>	<b>866</b>	<b>436,135</b>	<b>436,135</b>	<b>0.20%</b>	<b>99.80%</b>	
	<b>TOTAL REVENUES</b>	<b>836,899</b>	<b>2,867</b>	<b>4,916</b>	<b>877,782</b>	<b>877,782</b>	<b>0.56%</b>	<b>99.44%</b>	
<b>EXPENDITURES</b>									
251-55111-102-000	LIBRARY: SALARIES	392,078	30,191	57,393	406,497	388,564	14.77%	85.23%	
251-55111-103-000	LIBRARY: OVERTIME	307	85	390	-	-			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	26,126	2,266	4,991	25,748	28,518	17.50%	82.50%	
251-55111-119-000	LIBRARY: RETIREMENT (R)	27,059	2,430	5,201	22,970	26,882	19.35%	80.65%	
251-55111-121-000	LIBRARY: GRP HLTH INS	78,950	8,109	12,164	86,199	108,778	11.18%	88.82%	
251-55111-122-000	LIBRARY: LIFE INS	1,152	103	155	1,400	1,500	10.36%	89.64%	
251-55111-123-000	LIBRARY: INC PROTECT	-	-	-	1,903	2,000	0.00%	100.00%	
251-55111-124-000	LIBRARY: WORK COMP	2,690	-	-	1,350	3,500	0.00%	100.00%	
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	6,000	6,000	0.00%	100.00%	
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	240	-	-	316	316	0.00%	100.00%	
	LIBRARY: RETIREMENT PAYOUT				39,669	39,669			
	<b>LIBRARY FULL-TIME</b>	<b>528,602</b>	<b>43,184</b>	<b>80,294</b>	<b>592,052</b>	<b>605,727</b>	<b>13.26%</b>	<b>86.74%</b>	

**2022 BUDGET WORKSHEET  
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual	2/28/2025		12/31/2024	Budget	<u>% Expended</u>	<u>% Unexpended</u>
		12/31/2024	CURRENT YTD		YTD	Request		
		Prior Year	Actual	Actual	Estimated	2025		
		<u>Actual</u>	<u>2/28/2025</u>	<u>Actual</u>				
251-55112-104-000	LIBRARY: PT WAGES	115,017	8,073	14,705	107,259	107,259	13.71%	86.29%
251-55112-116-000	LIBRARY: PT RETIRE	3,610	223	456	4,067	4,067	11.22%	88.78%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	7,205	494	1,051	8,205	8,205	12.80%	87.20%
251-55112-122-000	LIBRARY: LIFE INS	632	53	80	550	550	14.58%	85.42%
	<b>LIBRARY: PART-TIME</b>	<b>126,464</b>	<b>8,843</b>	<b>16,292</b>	<b>120,081</b>	<b>120,081</b>	<b>13.57%</b>	<b>86.43%</b>
251-55115-201-000	LIBRARY: TRAINING	2,879	-	-	2,000	2,000	0.00%	100.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,809	-	-	6,809	6,809	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	2,100	-	-	2,100	2,100	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	2,717	156	483	4,000	4,000	12.08%	87.92%
251-55115-215-000	LIBRARY: MOVIE LICENSE	440	-	133	-	-		
251-55115-216-000	LIBRARY: POSTAGE	1,928	140	291	2,000	2,000	14.54%	85.46%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	762	-	-	1,200	1,200	0.00%	100.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,648	-	-	27,783	27,783	0.00%	100.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	553	-	125	650	650	19.23%	80.77%
251-55115-282-000	LIBRARY: TECHNOLOGY	11,829	-	12	5,267	5,267	0.23%	99.77%
251-55115-301-000	LIBRARY: SUPPLIES	10,850	-	14	10,000	10,000	0.14%	99.86%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>68,514</b>	<b>296</b>	<b>1,058</b>	<b>61,809</b>	<b>61,809</b>	<b>1.71%</b>	<b>98.29%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	18,428	1,391	2,782	19,000	19,000	14.64%	85.36%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,383	107	213	1,500	1,500	14.18%	85.82%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	5,686	60	60	8,000	8,000	0.75%	99.25%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	13,725	15	36	18,000	18,000	0.20%	99.80%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	119	-	-	5,000	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	25	-	-	2,000	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,226	44	44	8,000	8,000	0.56%	99.44%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>43,592</b>	<b>1,617</b>	<b>3,135</b>	<b>61,500</b>	<b>61,500</b>	<b>5.10%</b>	<b>94.90%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,529	-	-	1,500	1,500	0.00%	100.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,040	-	-	3,000	3,000	0.00%	100.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	934	-	3	1,000	1,000	0.32%	99.69%
	<b>LIBRARY: PROGRAMS</b>	<b>5,504</b>	<b>-</b>	<b>3</b>	<b>5,500</b>	<b>5,500</b>	<b>0.06%</b>	<b>99.94%</b>

**2022 BUDGET WORKSHEET  
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		2/28/2025 CURRENT YTD	12/31/2024	Budget	<u>% Expended</u>	<u>% Unexpended</u>
		12/31/2024	Actual		YTD	Request		
		Prior Year	Actual	Estimated	2025			
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,132	-	-	17,000	17,000	0.00%	100.00%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,523	151	151	3,000	3,000	5.04%	94.96%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,221	2,549	2,549	16,000	16,000	15.93%	84.07%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,174	-	-	3,175	3,175	0.00%	100.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,520	-	-	4,600	4,600	0.00%	100.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	-	-	-	-	-		
	<b>LIBRARY: BOOKS</b>	<b>41,570</b>	<b>2,700</b>	<b>2,700</b>	<b>43,775</b>	<b>43,775</b>	<b>6.17%</b>	<b>93.83%</b>
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,655	-	-	2,300	2,300	0.00%	100.00%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	-	-	-	1,000	1,000	0.00%	100.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	667	-	-	600	600	0.00%	100.00%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,208	-	-	1,200	1,200	0.00%	100.00%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	-	-	854	854	0.00%	100.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	964	-	-	900	900	0.00%	100.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	10,235	-	12,235	12,235	12,235	100.00%	0.00%
	<b>LIBRARY: A/V</b>	<b>16,584</b>	<b>-</b>	<b>12,235</b>	<b>19,089</b>	<b>19,089</b>	<b>64.09%</b>	<b>35.91%</b>
	<b>TOTAL EXPENDITURES</b>	<b>830,830</b>	<b>56,639</b>	<b>115,716</b>	<b>903,806</b>	<b>917,481</b>	<b>12.61%</b>	<b>87.39%</b>
	REVENUES OVER(UNDER) EXPENDITURES				(26,019)	(39,699)		
	BEGINNING FUND BALANCE				57,874			
	ENDING FUND BALANCE				31,855			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	402,774.00-	Unearned	402,774.00
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	17,869.00-	Unearned	17,869.00
<b>251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,006.00-	Unearned	1,006.00
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,898.00-	Unearned	3,898.00
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-46710-000-000 FEES: LIBRARY COPIES</b>					
		01/31/2025 (01/25) Balance	.00 *	.00 *	735.08-



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46710-000-000 FEES: LIBRARY COPIES (continued)</b>					
CR	1237678	COPIES LIBRARY DEPOSIT - LIBRARY 2/1/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/1/25		146.16-	
CR	1237928	COPIES LIBRARY DEPOSIT - LIBRARY 2/8/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/8/25		152.51-	
CR	1238167	COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25		103.51-	
CR	1238429	COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25		122.09-	
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>524.27- *</b>	<b>1,259.35-</b>
YTD Encumbrance	.00	YTD Actual 1,259.35- Total	1,259.35- YTD Budget	6,000.00- Unearned	4,740.65
<b>251-46715-000-000 FEES: LIBRARY POSTAGE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-46720-000-000 FEES: LIBRARY PROGRAMS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-46725-000-000 FEES: LIBRARY OVERDUE FEES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>9.08-</b>
CR	6016570	FINES LIBRARY DEPOSIT - PARKS & REC 2/5/25 Description: FINES LIBRARY DEPOSIT - PARKS & REC 2/5/25		258.47-	
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>258.47- *</b>	<b>267.55-</b>
YTD Encumbrance	.00	YTD Actual 267.55- Total	267.55- YTD Budget	.00 Unearned	267.55-
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>19.70</b>
AP	64	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6135798 **Desc: PATRON SENT TO COLLECTIONS - JAN 2025 **Inv. Date: 02/01/25	39.40		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>39.40 *</b>	<b>.00 *</b>	<b>59.10</b>
YTD Encumbrance	.00	YTD Actual 59.10 Total	59.10 YTD Budget	100.00- Unearned	159.10
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>264.91-</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)</b>						
AP	127	LIBRARY REFUNDS - ADD REMITTANCES!	14.00			
**VendorNo: 2015625 **Inv. No: ONLINE012020250000001 **Desc: BILLED ITEM RETURNED - 31389024824906 **Inv. Date: 01/20/25						
AP	244	ALGOMA PUBLIC LIBRARY	5.99			
**VendorNo: 52 **Inv. No: OWWAU02132025000001 **Desc: LOSTI TEM 38001001984438 **Inv. Date: 02/13/25						
CR	1237678	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/25		43.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/25						
CR	1237928	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/8/25		22.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/8/25						
CR	1238167	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25		5.99-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25						
CR	1238429	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25		47.95-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25						
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>19.99 *</b>	<b>118.94- *</b>	<b>363.86-</b>	
YTD Encumbrance	.00	YTD Actual	363.86- Total	363.86- YTD Budget	2,500.00- Unearned	2,136.14
<b>251-46740-000-000 FEES: LIBRARY PASSPORT</b>						
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>875.00-</b>	
CR	1237678	PASSPORT - LIBRARY 2/1/25		140.00-		
Description: PASSPORT - LIBRARY 2/1/25						
CR	1237928	PASSPORT - LIBRARY 2/8/25		175.00-		
Description: PASSPORT - LIBRARY 2/8/25						
CR	1238167	PASSPORT - LIBRARY 2/15/25		280.00-		
Description: PASSPORT - LIBRARY 2/15/25						
CR	1238429	PASSPORT - LIBRARY 2/15/25		630.00-		
Description: PASSPORT - LIBRARY 2/15/25						
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>1,225.00- *</b>	<b>2,100.00-</b>	
YTD Encumbrance	.00	YTD Actual	2,100.00- Total	2,100.00- YTD Budget	7,500.00- Unearned	5,400.00
<b>251-48215-000-000 RENT: MEETING ROOMS</b>						
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>100.00-</b>	
CR	1238167	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25		30.00-		
Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25						
CR	1238429	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25		380.00-		
Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25						
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>410.00- *</b>	<b>510.00-</b>	
YTD Encumbrance	.00	YTD Actual	510.00- Total	510.00- YTD Budget	1,500.00- Unearned	990.00
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP</b>						
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP (continued)</b>					
CR	1237928	SALE OF EQUIPMENT - LIBRARY 2/8/25		100.00-	
		Description: SALE OF EQUIPMENT - LIBRARY 2/8/25			
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>100.00- *</b>	<b>100.00-</b>
YTD Encumbrance	.00	YTD Actual	100.00- Total	100.00- YTD Budget	100.00- Unearned
<b>251-48451-000-000 INSURANCE CLAIMS LIBRARY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned
<b>251-48510-000-000 MISC REV: REBATES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned
<b>251-48550-000-000 DONATIONS: LIBRARY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>45.00-</b>
CR	1237678	DONATION- - LIBRARY 2/1/25		166.02-	
		Description: DONATION- - LIBRARY 2/1/25			
CR	1237928	DONATION- - LIBRARY 2/8/25		25.00-	
		Description: DONATION- - LIBRARY 2/8/25			
CR	1238167	DONATION- - LIBRARY 2/15/25		20.00-	
		Description: DONATION- - LIBRARY 2/15/25			
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>211.02- *</b>	<b>256.02-</b>
YTD Encumbrance	.00	YTD Actual	256.02- Total	256.02- YTD Budget	61,500.00- Unearned
<b>251-48900-000-000 OTHER: REVENUE MISCELLANEOUS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND (continued)</b>					
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 373,035.00- Unearned	373,035.00
<b>251-49300-000-000 FUND BALANCES APPLIED</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
<b>251-55111-101-000 LIBRARY: SALARIES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>251-55111-102-000 LIBRARY: WAGES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,202.01</b>
PB		148 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	50.00		
PC		21 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	14,965.48		
PC		136 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	15,175.25		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>30,190.73 *</b>	<b>.00 *</b>	<b>57,392.74</b>
YTD Encumbrance	.00	YTD Actual 57,392.74 Total	57,392.74	YTD Budget 388,564.00 Unexpended	331,171.26
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>305.40</b>
PC		78 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	8.50		
PC		137 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	76.21		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>84.71 *</b>	<b>.00 *</b>	<b>390.11</b>
YTD Encumbrance	.00	YTD Actual 390.11 Total	390.11	YTD Budget .00 Unexpended	390.11-
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY (continued)</b>					
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-107-000 LIBRARY: SICK PAY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-108-000 LIBRARY: VACATION PAY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,724.78</b>
PB		24 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	1,122.75		
PB		249 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	1,143.22		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>2,265.97 *</b>	<b>.00 *</b>	<b>4,990.75</b>
YTD Encumbrance	.00	YTD Actual 4,990.75 Total 4,990.75	YTD Budget 4,990.75	Unexpended 28,518.00	23,527.25
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,770.54</b>
PB		23 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	1,208.98		
PB		248 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	1,221.17		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>2,430.15 *</b>	<b>.00 *</b>	<b>5,200.69</b>
YTD Encumbrance	.00	YTD Actual 5,200.69 Total 5,200.69	YTD Budget 5,200.69	Unexpended 26,882.00	21,681.31
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>4,054.76</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-121-000 LIBRARY: GRP HLTH INS (continued)</b>					
PB	145	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	3,638.08		
PB	359	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	3,638.08		
PC	22	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	416.68		
PC	138	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	416.68		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>8,109.52 *</b>	<b>.00 *</b>	<b>12,164.28</b>
YTD Encumbrance	.00	YTD Actual 12,164.28 Total 12,164.28	YTD Budget 108,778.00	Unexpended 96,613.72	
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>51.80</b>
PB	146	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	51.80		
PB	360	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	51.80		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>103.60 *</b>	<b>.00 *</b>	<b>155.40</b>
YTD Encumbrance	.00	YTD Actual 155.40 Total 155.40	YTD Budget 1,500.00	Unexpended 1,344.60	
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,500.00	Unexpended 3,500.00	
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT (continued)</b>					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 316.00	Unexpended 316.00
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>6,632.01</b>
PC	75	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	4,139.99		
PC	76	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD		2.22-	
PC	203	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	3,935.64		
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>8,075.63 *</b>	<b>2.22- *</b>	<b>14,705.42</b>
YTD Encumbrance	.00	YTD Actual 14,705.42 Total	14,705.42	YTD Budget 107,259.00	Unexpended 92,553.58
<b>251-55112-110-000 LIBRARY: PTO</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>251-55112-116-000 LIBRARY: PT RETIRE</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>232.89</b>
PB	151	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	117.81		
PB	365	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	105.45		
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>223.26 *</b>	<b>.00 *</b>	<b>456.15</b>
YTD Encumbrance	.00	YTD Actual 456.15 Total	456.15	YTD Budget 4,067.00	Unexpended 3,610.85
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>662.96</b>
PB	147	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	307.36		
PB	361	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	293.00		
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>600.36 *</b>	<b>.00 *</b>	<b>1,263.32</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY (continued)</b>					
YTD Encumbrance	.00	YTD Actual	1,263.32	Total	1,263.32
			YTD Budget	8,205.00	Unexpended
				6,941.68	
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
PB		150 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	26.73		<b>26.73</b>
PB		363 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	26.73		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>53.46 *</b>	<b>.00 *</b>	<b>80.19</b>
YTD Encumbrance	.00	YTD Actual	80.19	Total	80.19
			YTD Budget	550.00	Unexpended
				469.81	
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
				.00	
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	2,000.00	Unexpended
				2,000.00	
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
				.00	
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	6,809.00	Unexpended
				6,809.00	
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
		<b>01/31/2025 (01/25) Balance</b>		<b>.00 *</b>	<b>.00 *</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING (continued)</b>					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	2,100.00	Unexpended	2,100.00
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>222.45</b>
AP	5	OFFICE TECHNOLOGY GROUP	104.84		
		**VendorNo: 1406 **Inv. No: 312494 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 01/17/25			
AP	121	OFFICE TECHNOLOGY GROUP	155.82		
		**VendorNo: 1406 **Inv. No: 313857 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 02/18/25			
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>260.66 *</b>	<b>.00 *</b>	<b>483.11</b>
YTD Encumbrance	.00	YTD Actual	483.11	Total	483.11
		YTD Budget	4,000.00	Unexpended	3,516.89
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>132.77</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>132.77</b>
YTD Encumbrance	.00	YTD Actual	132.77	Total	132.77
		YTD Budget	.00	Unexpended	132.77-
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>151.22</b>
JE	6	LIBRARY	139.66		
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>139.66 *</b>	<b>.00 *</b>	<b>290.88</b>
YTD Encumbrance	.00	YTD Actual	290.88	Total	290.88
		YTD Budget	2,000.00	Unexpended	1,709.12
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,200.00	Unexpended	1,200.00
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	27,783.00	Unexpended	27,783.00
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>125.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS (continued)</b>					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>125.00</b>
YTD Encumbrance	.00	YTD Actual 125.00 Total	125.00	YTD Budget 650.00 Unexpended	525.00
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	8	OUTAGAMIE WAUPACA LIBRARY	12.00		
**VendorNo: 1427 **Inv. No: 4546 **Desc: OFFICE 365 LICENSES THROUGH JUNE 2025 **Inv. Date: 01/17/25					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>12.00 *</b>	<b>.00 *</b>	<b>12.00</b>
YTD Encumbrance	.00	YTD Actual 12.00 Total	12.00	YTD Budget 5,267.00 Unexpended	5,255.00
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	76	JANDACEK, LAURA	13.99		
**VendorNo: 2477 **Inv. No: 3588-000 **Desc: CLOROX WIPES **Inv. Date: 01/14/25					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>13.99 *</b>	<b>.00 *</b>	<b>13.99</b>
YTD Encumbrance	.00	YTD Actual 13.99 Total	13.99	YTD Budget 10,000.00 Unexpended	9,986.01
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>251-55120-104-000 LIBRARY: DONATIONS PT WAGES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>1,390.80</b>
PC	77	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	695.40		
PC	204	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	695.40		
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>1,390.80 *</b>	<b>.00 *</b>	<b>2,781.60</b>
YTD Encumbrance	.00	YTD Actual 2,781.60 Total	2,781.60	YTD Budget 19,000.00 Unexpended	16,218.40
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>106.38</b>
PB	149	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	53.19		
PB	362	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	53.19		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC (continued)</b>					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>106.38 *</b>	<b>.00 *</b>	<b>212.76</b>
YTD Encumbrance	.00	YTD Actual 212.76 Total	212.76	YTD Budget 1,500.00 Unexpended	1,287.24
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	355	GALE CENGAGE LEARNING	29.59		
**VendorNo: 683 **Inv. No: 86172676 **Desc: LARGE PRINT **Inv. Date: 02/08/25					
AP	356	GALE CENGAGE LEARNING	30.39		
**VendorNo: 683 **Inv. No: 86472330 **Desc: LARGE PRINT **Inv. Date: 02/22/25					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>59.98 *</b>	<b>.00 *</b>	<b>59.98</b>
YTD Encumbrance	.00	YTD Actual 59.98 Total	59.98	YTD Budget 8,000.00 Unexpended	7,940.02
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>21.13</b>
AP	336	JANDACEK, LAURA	14.55		
**VendorNo: 2477 **Inv. No: 2091530 **Desc: POPCORN/CANDY **Inv. Date: 02/09/25					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>14.55 *</b>	<b>.00 *</b>	<b>35.68</b>
YTD Encumbrance	.00	YTD Actual 35.68 Total	35.68	YTD Budget 18,000.00 Unexpended	17,964.32
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 5,000.00 Unexpended	5,000.00
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 2,000.00 Unexpended	2,000.00
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	75	JANDACEK, LAURA	15.49		
**VendorNo: 2477 **Inv. No: 3588-000 **Desc: BREAKROOM SNACKS **Inv. Date: 01/14/25					
AP	48	PIGGLY WIGGLY	11.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES (continued)</b>					
		**VendorNo: 1482 **Inv. No: 26050381607 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 01/18/25			
AP	335	JANDACEK, LAURA	17.99		
		**VendorNo: 2477 **Inv. No: 2091530 **Desc: COFFEE **Inv. Date: 02/09/25			
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>44.48 *</b>	<b>.00 *</b>	<b>44.48</b>
YTD Encumbrance	.00	YTD Actual 44.48 Total 44.48	YTD Budget 8,000.00	Unexpended 7,955.52	
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,500.00	Unexpended 1,500.00	
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,000.00	Unexpended 3,000.00	
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3.15</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3.15</b>
YTD Encumbrance	.00	YTD Actual 3.15 Total 3.15	YTD Budget 1,000.00	Unexpended 996.85	
<b>251-55130-250-000 LIBRARY: BOOKS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT (continued)</b>					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	17,000.00	Unexpended	17,000.00
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	354	GALE CENGAGE LEARNING	63.18		
		**VendorNo: 683 **Inv. No: 86149627 **Desc: LARGE PRINT **Inv. Date: 02/07/25			
AP	357	GALE CENGAGE LEARNING	19.99		
		**VendorNo: 683 **Inv. No: 86505180 **Desc: LARGE PRINT **Inv. Date: 02/26/25			
AP	358	GALE CENGAGE LEARNING	67.99		
		**VendorNo: 683 **Inv. No: 86592958 **Desc: LARGE PRINT **Inv. Date: 02/27/25			
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>151.16 *</b>	<b>.00 *</b>	<b>151.16</b>
YTD Encumbrance	.00	YTD Actual	151.16	Total	151.16
		YTD Budget	3,000.00	Unexpended	2,848.84
<b>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	275	THE PENWORTHY COMPANY	2,548.50		
		**VendorNo: 1859 **Inv. No: 0605620 **Desc: BOOK ORDER **Inv. Date: 02/11/25			
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>2,548.50 *</b>	<b>.00 *</b>	<b>2,548.50</b>
YTD Encumbrance	.00	YTD Actual	2,548.50	Total	2,548.50
		YTD Budget	16,000.00	Unexpended	13,451.50
<b>251-55130-250-315 LIBRARY: BOOKS - TEEN</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,175.00	Unexpended	3,175.00
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	4,600.00	Unexpended	4,600.00
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL (continued)</b>					
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-000 LIBRARY: AUDIO/VISUAL</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-125 LIBRARY: A/V - ADULT MOVIES</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended 2,300.00	2,300.00
<b>251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended 1,000.00	1,000.00
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended 600.00	600.00
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended 1,200.00	1,200.00
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2025 (02/25) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended 854.00	854.00
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		<b>01/31/2025 (01/25) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC (continued)</b>					
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55135-290-420 LIBRARY: A/V - VIDEO GAMES</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	900.00	Unexpended	900.00
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	9	OUTAGAMIE WAUPACA LIBRARY	4,141.29		
		**VendorNo: 1427 **Inv. No: 4546 **Desc: DIGITAL BUYING POOL SHARES FOR OWLS LIBRARIES **Inv. Date: 01/17/25			
AP	1	MIDWEST TAPE LLC	8,093.71		
		**VendorNo: 1263 **Inv. No: 2000020367-FEB2025 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 02/04/25			
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>12,235.00 *</b>	<b>.00 *</b>	<b>12,235.00</b>
YTD Encumbrance	.00	YTD Actual	12,235.00	Total	12,235.00
		YTD Budget	12,235.00	Unexpended	.00
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
<b>01/31/2025 (01/25) Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
<b>02/28/2025 (02/25) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>Number of transactions: 67</b>			<b>Number of accounts: 89</b>		
			Debit	Credit	Proof
<b>Grand Totals:</b>			<u>69,173.94</u>	<u>2,849.92-</u>	<u>66,324.02</u>

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda February 2025

February was a busy month with the Youth Art Month reception, field trips, and Ruta Sepetys visit. Our next meeting is scheduled for March 31 when we install the WICEC exhibit.

Because our space is off on its own in the library, it can be hard to catch experiences patrons have in the Exhibit Room. I was fortunate to witness an amazing interaction during one of our 2nd grade field trips. While Simon and I were busy wrangling 8 year olds, one of the volunteers that works with Spanish speakers brought her student into the Exhibit Room. They had the Waupaca County Post article on the Youth Art Month exhibit, and were walking around looking for the pieces highlighted in the paper, talking about colors, shapes, names and other basic vocabulary. It was heartwarming to see our space used as an impromptu, real world classroom for this important work!

**RUTA SEPETYS:** this event was successful in so many ways! We were able to pivot from a virtual visit to in person visit very quickly, get all logistics in place, and have Ruta give an afternoon presentation to all 550 students at the Waupaca High School and 160 people for the community presentation that evening. She was nothing short of AMAZING. Our high school students were exemplary, engaged and a great audience. They had overwhelming positive feedback, with many students saying this was the best presentation they had ever seen. Ruta took the time after her talk to visit with any and all students that wanted to share their stories. A great story shared by Taylor (our Teen Librarian): after Ruta's presentation, 4-5 students who are new to the teen room stopped in, shared their excitement on the presentation and checked out books. What a win!

Her public event was equally well received; the audience was captivated with her presentation, and there were insightful questions-many coming from elementary and middle school students in the audience. I worked with John at the Bookcellar on book sales, and there was a line out the door of the auditorium for people purchasing books. He was delighted with sales and the entire experience! Teachers were extremely appreciative of the classroom sets of books provided by the Foundation, and WHS students were excited to receive prize books.



We worked hard to promote this visit, contacting all ELA teachers in our area, reaching out to libraries in the OWLS and Winnefox library systems, as well as all newspaper and TV stations in the area. We created a valuable connection with the WFRV Local 5 Live show, who invited us to talk about Ruta's visit, and encouraged us to come back to talk about future programs and events.

<https://www.wearegreenbay.com/local5live/discover-5-good-reads-for-march-from-the-waupaca-area-public-library/>

Sarah Hanneman was instrumental in the success of this visit, coordinating details with the school district administration, staff, and tech needs. Our collaborations with the school district waned after the pandemic, and it has been phenomenal to renew these, in large part due to Sarah's persistence and hard work.



The total cost for Ruta's visit was \$8,091.07: \$7128 (honorarium and travel fees), \$50 (gift bag & flowers), \$913.07 (School District of Waupaca books). The School District of Waupaca will reimburse the Foundation \$5000 from the Waupaca Community Foundation grant, leaving the Foundation with a balance of \$3,091.07.

How amazing to live in a community that attends these impactful presentations, and how amazing to have a Foundation that supports these opportunities for our community. Ruta had nothing but positive things to say about Waupaca and was appreciative for the engaged audiences and high quality experience. Nights like these make all the behind the scenes work that goes into author visits worth it, and I couldn't be more proud to work for our Library Foundation and the Waupaca Area Public Library.

Sarah found a great opportunity for us to apply to host Mac Barnett, the 2025-2026 National Ambassador for Young People's Literature, through the Library of Congress and Every Child a Reader. We quickly pulled together information, had Greg Grohman (city grant writer) review the application, and have fingers crossed that he'll visit Waupaca this fall!

#### **ON EXHIBIT:**

##### Youth Art Month

Youth Art Month is off to a great start with 2022 people visiting in February. The Arts Hub co-hosted an after school program in the Children's Department that had great attendance. On February 24, 25, and 28 we hosted all 2nd graders from the WLC for field trips, including a stop in the Exhibit Room to create snails. This was a fun collaboration with the Children's Department! We have passive programming available for visitors throughout the rest of March (and especially for spring break) to create bunnies and shamrocks.

#### **UPCOMING EXHIBIT:**

##### Waupaca International Cultural Exchange Committee

Items are being delivered for display and the pieces are falling into place for our exhibit to highlight the Waupaca International Cultural Exchange Committee (WICEC). This exhibit will have many physical items as well as personal stories for visitors to learn about the exchange experience with our sister city, Mitoyo City, Japan.

We are working on many programs to complement the exhibit, and dates will be finalized shortly. Winchester is hosting Carol Kratz to discuss the ancient art of Japanese paper making on April 28, 6.30p.

##### Marie App Oeuvre (Summer Learning Program: Color Our World)

Summer is right around the corner and we are excited to showcase Marie App's amazing watercolor artwork as part of the Summer Learning Program: Color Our World. I'm working with the Children's Department on programming, and am delighted that they will focus their efforts on programs in the library, utilizing our space. Watch for lots of fun, engaging events this summer!

#### **MONTHLY ATTENDANCE REPORT:**

The attendance chart for February is included with this report.

##### 2025 Schedule

- *Shelter In Knowledge*-December 21, 2024 - February 1, 2025
- *Youth Art Month*: February 8-March 29
- *Waupaca International Cultural Exchange Committee*: April 5 - May 31
- *Marie App Oeuvre (Summer Learning Program: Color Our World/Art)* : June 7-August 2
- *Freed Between the Lines / Banned Books: August 9-October 11*
- *World War I: Lessons & Legacies: October 18-December 6*
- *Community Blood Center*: December 13, 2025 -February 1, 2026

##### 2026 Schedule

- *Community Blood Center*: December 13-February 1
- *Youth Art Month*: February 7-March 28
- *Gardens/Local Agriculture: April 4-May 30*
- *Summer Learning Program (Unearth a Story/Dinosaurs)* : June 6-August 1
- *WCAB 20th Anniversary*: August 8-October 3
- *Kevin Knopp*: October 10-December 5
- *Quilts*: December 12-January 30

##### 2027 Schedule

- *Quilts*: December 12-January 30

- *Youth Art Month*: February 6-March 27
- 30 Works by 30 Artists: April 3- May 29
- *Summer Learning Program (Mystery/Detective/Suspense)*: June5-July/August

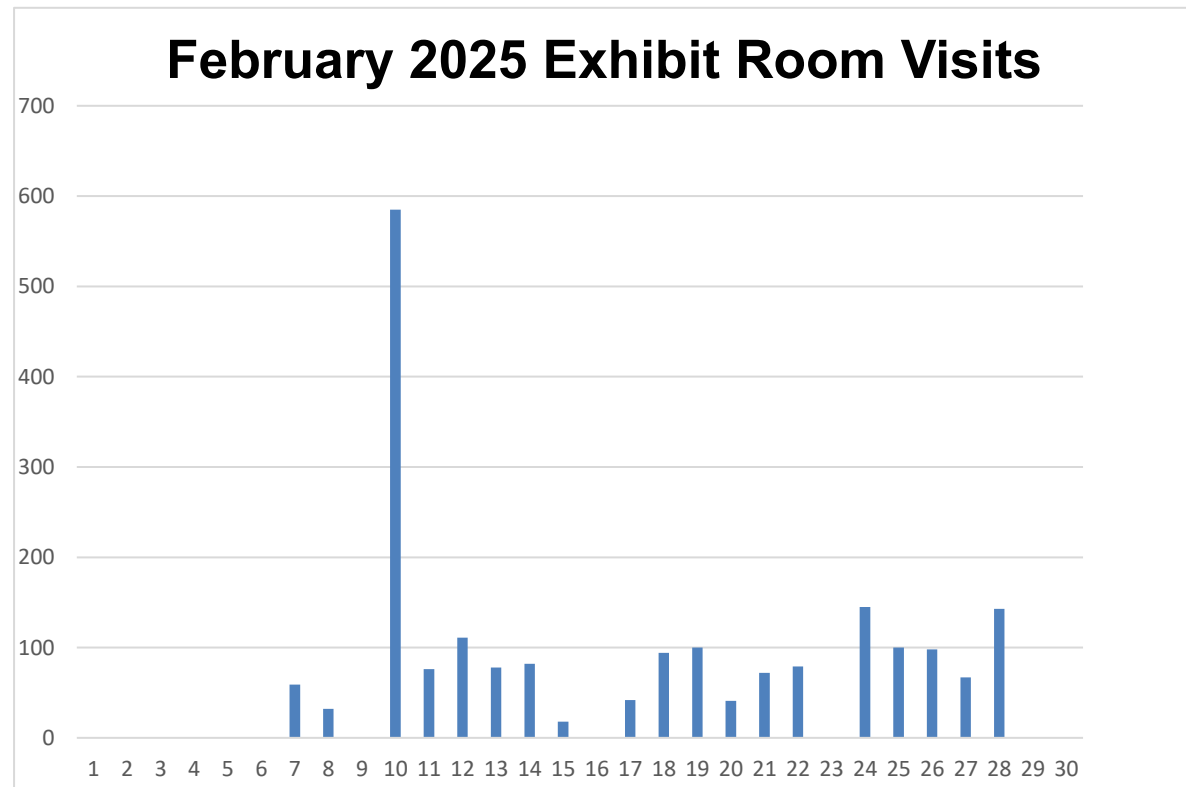
**FEBRUARY 2025 EXHIBIT ROOM VISITS**

02/1/2025	Saturday	-
02/2/2025	Sunday	closed
02/3/2025	Monday	install
02/4/2025	Tuesday	install
02/5/2025	Wednesday	install
02/6/2025	Thursday	install
02/7/2025	Friday	59
02/8/2025	Saturday	32
02/9/2025	Sunday	closed
02/10/2025	Monday	585
02/11/2025	Tuesday	76
02/12/2025	Wednesday	111
02/13/2025	Thursday	78
02/14/2025	Friday	82
02/15/2025	Saturday	18
02/16/2025	Sunday	closed
02/17/2025	Monday	42
02/18/2025	Tuesday	94
02/19/2025	Wednesday	100
02/20/2025	Thursday	41
02/21/2025	Friday	72
02/22/2025	Saturday	79
02/23/2025	Sunday	closed
02/24/2025	Monday	145
02/25/2025	Tuesday	100
02/26/2025	Wednesday	98
02/27/2025	Thursday	67
02/28/2025	Friday	143

TOTAL 2022

NOTE: Count is taken each morning as door is unlocked. Two counts are subtracted for employee going in once in the morning to unlock/count and once in the afternoon to lock up.

Youth Art Month (February) = 2022



2025 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.40	\$0.00											\$0.40	
2025 Running Total													
\$0.40	\$0.40												
2024 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$8.20	\$0.00	\$0.00	\$8.50	
2024 Running Total													
\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.30	\$0.30	\$0.30	\$8.50	\$8.50	\$8.50		
	\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total													
	\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
2022 Running Total													
	\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2025 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$847.20	\$539.66											\$1,386.86	
2024 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02	\$466.69	\$582.83	\$773.13	\$546.49	\$690.51	\$514.64	\$574.91	\$6,975.00	
2023 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21	\$505.83	\$6,245.98	
2022 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09	
2025 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$100.00	\$410.00											\$510.00	
2024 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00	\$50.00	\$50.00	\$102.50	\$135.00	\$267.50	\$140.00	\$205.00	\$2,096.00	
2023 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00	\$95.00	\$2,102.05	
2022 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70	
2025 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$279.90	\$183.94											\$463.84	

-\$36.99											-\$19.99			-\$56.98																																	
\$242.91											\$163.95			\$406.86																																	
<b>2024 Material Replacement</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$277.88	\$254.82	\$223.98	\$200.37	\$209.51	\$109.00	\$358.03	\$241.89	\$300.65	\$302.08	\$110.99	\$348.87	\$2,938.07																																			
\$0.00											-\$130.00		-\$16.99	-\$33.00	-\$24.00	-\$95.00	-\$20.00	-\$52.99	-\$18.98	-\$22.99	-\$15.99	-\$24.99	-\$454.93																								
\$277.88											\$124.82			\$206.99				\$167.37			\$185.51			\$14.00			\$338.03			\$188.90			\$281.67			\$279.09			\$95.00			\$323.88			\$2,483.14		
<b>2023 Material Replacement</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90	\$250.31	\$3,534.48																																			
-\$56.45											-\$71.00		-\$41.99	-\$104.99	-\$83.99	-\$52.98	-\$6.99	-\$88.95	-\$113.26	-\$80.00	-\$73.95	\$0.00	-\$774.55																								
\$201.45											\$409.71			\$272.07				\$72.00			\$262.22			\$94.05			\$125.01			\$415.15			\$328.23			\$240.78			\$88.95			\$250.31			\$2,759.93		
<b>2022 Material Replacement</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52																																			
<b>2025 Donation Box</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$162.02	\$141.29											\$303.31																																			
<b>2024 Donation Box</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$238.62	\$137.98	\$98.69	\$165.32	\$89.17	\$55.49	\$77.39	\$281.20	\$78.77	\$95.88	\$147.17	\$113.79	\$1,579.47																																			
<b>2023 Donation Box</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$93.53	\$111.22	\$51.12	\$67.90	\$48.72	\$113.23	\$77.80	\$113.17	\$58.46	\$91.67	\$189.60	\$74.65	\$1,091.07																																			
<b>2022 Donation Box</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51																																			
<b>2025 Passports</b>																																															
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$840.00	\$1,295.00											\$2,135.00																																			
<b>2024 Passports</b>																																															
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$350.00	\$910.00	\$595.00	\$120.00	\$525.00	\$175.00	\$245.00	\$385.00	\$385.00	\$455.00	\$420.00	\$770.00	\$5,335.00																																			
<b>2023 Passports</b>																																															
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$140.00	\$245.00																																			
<b>2025 WAIVED</b>																																															
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$37.25	\$3.60											\$40.85																																			
<b>2024 WAIVED</b>																																															
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total																																			
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35	\$32.70	\$9.75	\$10.30	\$228.35	\$9.30	\$6.90	\$19.45	\$1,144.39																																			

2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15	\$ 12.55	\$1,006.40
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

## Library Usage 2025

### Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	894	892											1,786
2024	1,063	919	1,019	1,325	1,264	1,074	1,067	1,138	921	1,129	915	764	12,598
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

### Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	8,075	7,276											15,351
2024	6,417	7,562	7,835	7,851	7,155	9,451	9,389	9,346	8,057	9,690	8,339	8,042	99,134
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

### Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 wireless	737	733											1,470
2025 stations	458	432											890
2024 wireless	627	689	746	816	810	966	1,081	1,073	866	1,059	772	798	10,303
2024 stations	448	421	477	507	447	506	513	566	431	524	455	393	5,688
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

### Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	7	10											17
2024	23	44	26	23	23	10	15	12	9	7	12	6	210
2023	60	40	44	25	40	44	27	28	27	24	17	20	396

### Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	98.25	129.25											228
2024	17.75	23.5	47	37.5	47.2	69.25	54.25	86.25	81	103.25	76.45	75	718
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163

### Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	9											19
2025 attendance	94	91											185
2024 programs	8	8	10	7	2	10	10	11	9	10	8	4	97
2024 attendance	106	73	119	68	4	126	74	68	91	92	135	61	1,017

### Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	17											27
2025 attendance	362	592											954
2024 programs	7	11	12	14	8	11	16	7	5	18	14	9	132
2024 attendance	324	400	528	538	323	212	234	162	210	564	494	196	4,185

### General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	0	1											1
2025 attendance	0	250											250
2024 programs	1	3	2	7	2	4	2	2	1	1	2	8	35
2024 attendance	47	143	570	1,796	77	139	90	580	42	41	21	415	3,961

### Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	4	7											11
2025 attendance	35	38											73
2024 programs	5	5	3	8	4	9	5	4	4	15	6	4	72
2024 attendance	25	29	17	34	107	70	47	25	23	81	48	743	1,249



### Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	93	86											179
2024	68	92	78	74	68	78	96	91	104	114	54	68	985
2023			120	71	88	96	100	122	65	93	59	41	855

### Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	21	37											58
2024	10	24	17	2	15	5	8	11	10	13	11	20	146
2023							0	0	0	0	3	4	7

### Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	3	2											5
2024	5	6	8	9	7	5	2	4	3	4	6	5	64
2023							6	3	2	3	5	6	25

### Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	4,515	3,406											7,921
2024	2,426	3,711	3,623	3,610	3,870	4,255	3,346	4,347	5,112	6,185	4,041	3,771	48,297
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

Feb 2025 Interlibrary Lender/Borrower Statistics

Library	Code	FYTD				YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,202	1,074	128	1.12	2,554	2,227	327	1.15
<b>Appleton</b>	<b>OOAPL</b>	<b>2,818</b>	<b>2,903</b>	<b>(85)</b>	<b>0.97</b>	<b>4,549</b>	<b>3,450</b>	<b>1,099</b>	<b>1.32</b>
Baileys Harbor	NDBAI	572	399	173	1.43	1,127	875	252	1.29
Biramwood	NSBIR	588	345	243	1.70	1,151	722	429	1.59
Black Creek	OOBCL	1,865	851	1,014	2.19	3,975	1,714	2,261	2.32
Bonduel	NSBON	367	678	(311)	0.54	723	1,391	(668)	0.52
Clintonville	OWCPL	2,281	799	1,482	2.85	4,614	1,785	2,829	2.58
Coleman	NMCOL	418	759	(341)	0.55	880	1,522	(642)	0.58
Crivitz	NMCRI	580	1,270	(690)	0.46	1,221	2,564	(1,343)	0.48
Egg Harbor	NDEGG	541	444	97	1.22	1,172	971	201	1.21
Ephraim	NDEPH	416	147	269	2.83	932	305	627	3.06
Fish Creek	NDFIS	371	352	19	1.05	781	688	93	1.14
Florence	NFFLO	396	357	39	1.11	788	799	(11)	0.99
Forestville	NDFOR	460	346	114	1.33	948	648	300	1.46
Fremont	OWFPL	650	411	239	1.58	1,261	992	269	1.27
Gillett	NOGIL	550	380	170	1.45	1,128	703	425	1.60
Goodman	NMGOO	45	224	(179)	0.20	109	573	(464)	0.19
Green Earth	NBON2	112	1	111	112.00	246	2	244	123.00
Hortonville	OOHPL	1,441	2,549	(1,108)	0.57	3,063	5,480	(2,417)	0.56
Iola	OWIVL	1,069	800	269	1.34	2,260	1,713	547	1.32
<b>Kaukauna</b>	<b>OOKAU</b>	<b>2,999</b>	<b>3,918</b>	<b>(919)</b>	<b>0.77</b>	<b>6,095</b>	<b>8,511</b>	<b>(2,416)</b>	<b>0.72</b>
Kewaunee	NKKEW	1,616	1,260	356	1.28	3,372	2,710	662	1.24
<b>Kimberly</b>	<b>OOKIM</b>	<b>2,281</b>	<b>6,188</b>	<b>(3,907)</b>	<b>0.37</b>	<b>4,446</b>	<b>13,554</b>	<b>(9,108)</b>	<b>0.33</b>
Lakewood	NOLAK	728	718	10	1.01	1,514	1,510	4	1.00
Lena	NOLEN	615	285	330	2.16	1,271	622	649	2.04
<b>Little Chute</b>	<b>OOLIT</b>	<b>2,597</b>	<b>4,918</b>	<b>(2,321)</b>	<b>0.53</b>	<b>5,505</b>	<b>10,772</b>	<b>(5,267)</b>	<b>0.51</b>
Manawa	OWMAN	1,193	670	523	1.78	2,529	1,385	1,144	1.83
Marinette	NMMRT	1,526	1,241	285	1.23	3,233	2,915	318	1.11
Marion	OWMAR	1,104	753	351	1.47	2,212	1,454	758	1.52
Mattoon	NSMAT	90	128	(38)	0.70	206	230	(24)	0.90
New London	OWNLP	2,024	1,336	688	1.51	4,341	2,746	1,595	1.58
NFLS	NFLS	-	20	(20)	-	-	44	(44)	-
Niagara	NMNIA	319	285	34	1.12	643	645	(2)	1.00
Oconto	NOOCO	927	745	182	1.24	2,111	1,617	494	1.31
Oconto Falls	NOOCF	1,619	911	708	1.78	3,378	1,941	1,437	1.74
Oneida	NBONE	784	173	611	4.53	1,632	447	1,185	3.65
OWLS	OWLS	-	-	-	#DIV/0!	-	2	(2)	-
Peshigo	NMPES	329	362	(33)	0.91	648	793	(145)	0.82
Scandinavia	OWSCA	487	417	70	1.17	1,067	804	263	1.33
Seymour	OOSEY	1,986	1,476	510	1.35	4,254	2,890	1,364	1.47
<b>Shawano</b>	<b>NSSHA</b>	<b>2,691</b>	<b>2,214</b>	<b>477</b>	<b>1.22</b>	<b>5,449</b>	<b>4,564</b>	<b>885</b>	<b>1.19</b>
Shiocton	OOSHI	797	554	243	1.44	1,592	1,048	544	1.52
Sister Bay	NDSIS	1,152	983	169	1.17	2,438	2,046	392	1.19
<b>Sturgeon Bay</b>	<b>NDSTR</b>	<b>2,612</b>	<b>2,846</b>	<b>(234)</b>	<b>0.92</b>	<b>5,696</b>	<b>5,934</b>	<b>(238)</b>	<b>0.96</b>
Suring	NOSUR	744	533	211	1.40	1,585	1,156	429	1.37
Tigerton	NSTIG	307	345	(38)	0.89	638	748	(110)	0.85
Washington Island	NDWSH	330	273	57	1.21	683	576	107	1.19
<b>Waupaca</b>	<b>OWWAU</b>	<b>3,012</b>	<b>3,294</b>	<b>(282)</b>	<b>0.91</b>	<b>6,253</b>	<b>6,522</b>	<b>(269)</b>	<b>0.96</b>
Wausaukee	NMWAS	396	485	(89)	0.82	856	965	(109)	0.89
Weyauwega	OWWEY	1,159	626	533	1.85	2,508	1,191	1,317	2.11
Wittenberg	NSWIT	207	327	(120)	0.63	458	629	(171)	0.73
<b>TOTAL</b>		<b>53,373</b>	<b>53,373</b>	<b>-</b>	<b>1.00</b>	<b>110,095</b>	<b>110,095</b>	<b>-</b>	<b>1.00</b>

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	13,401	10,209	23,610	28,484	21,087	49,571
OWLS libraries	7,509	22,254	29,763	15,596	44,928	60,524
<b>Total</b>	<b>20,910</b>	<b>32,463</b>	<b>53,373</b>	<b>44,080</b>	<b>66,015</b>	<b>110,095</b>

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

## Circulation Statistics 2025

Circulation Statistics 2025													
Waupaca 2025 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2025 Downloads - ebooks	1,087	952											2,039
2024 Downloads - ebooks	1,124	980	1,069	993	956	901	997	982	913	827	850	919	11,511
2025 Downloads - Audio	1,294	1,261											2,555
2024 Downloads - Audio	1,194	1,120	1,158	1,175	1,211	1,167	1,157	1,126	1,057	1,169	1,132	1,124	13,790
2025 Downloads - Magazine	376	326											702
2024 Downloads - Magazine	324	331	371	113	209	225	197	162	245	249	327	356	3,109
2025 Downloads - Hoopla	462	391											853
2024 Downloads - Hoopla	351	358	390	408	383	366	377	397	369	393	388	368	4,548
Physical Items													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,408	2,356											4,764
Checkouts	10,601	9,693											20,294
<i>Total Circulation w/renewals</i>	<i>13,009</i>	<i>12,049</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>25,058</i>
2024 Totals	12,071	12,476	12,848	12,311	11,293	36,634	14,242	13,308	11,513	12,475	12,154	10,700	172,025
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2022 Totals	12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality				
Town/City/County	January	February	Total	2025
Dayton	1,765	1,563	3,328	13%
Farmington	1,923	1,724	3,647	15%
Lind	609	413	1,022	4%
Waupaca (Town)	560	618	1,178	5%
Other Towns	584	718	1,302	5%
<b>Town Total</b>	<b>5,441</b>	<b>5,036</b>	<b>10,477</b>	<b>42%</b>
Waupaca (City)	4,702	4,378	9,080	36%
Waushara County	581	593	1,174	5%
Winnebago County	12	12	24	0%
Portage County	1,101	984	2,085	8%
Other	1,172	1,046	2,218	9%
<b>Total</b>	<b>13,009</b>	<b>12,049</b>	<b>25,058</b>	



## Monthly/YTD Circs and Renewals - February 2025

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,526	641	3,167	5,394	1,333	6,727
<b>Appleton</b>	<b>28,199</b>	<b>2,544</b>	<b>30,743</b>	<b>28,231</b>	<b>5,119</b>	<b>33,350</b>
Black Creek	2,097	666	2,763	4,272	1,289	5,561
Clintonville	3,137	794	3,931	6,825	1,534	8,359
Door Cty - Baileys Harbor	838	201	1,039	1,991	460	2,451
Door Cty - Egg Harbor	867	253	1,120	1,798	450	2,248
Door Cty - Ephraim	273	117	390	594	168	762
Door Cty - Fish Creek	574	117	691	1,046	218	1,264
Door Cty - Forestville	632	211	843	1,203	351	1,554
Door Cty - Sister Bay	2,162	547	2,709	4,833	1,215	6,048
<b>Door Cty - Sturgeon Bay</b>	<b>6,856</b>	<b>1,920</b>	<b>8,776</b>	<b>14,544</b>	<b>3,887</b>	<b>18,431</b>
Door Cty - Washington Island	650	78	728	1,274	172	1,446
Florence	705	66	771	1,498	166	1,664
Fremont	1,224	267	1,491	2,507	664	3,171
Gillett	480	166	646	972	302	1,274
Hortonville	4,842	1,632	6,474	10,791	3,224	14,015
Iola	1,762	369	2,131	3,533	768	4,301
<b>Kaukauna</b>	<b>9,767</b>	<b>3,308</b>	<b>13,075</b>	<b>21,222</b>	<b>6,360</b>	<b>27,582</b>
Kewaunee	2,843	952	3,795	6,552	1,918	8,470
<b>Kimberly</b>	<b>12,757</b>	<b>4,794</b>	<b>17,551</b>	<b>29,337</b>	<b>9,017</b>	<b>38,354</b>
Lakewood	1,818	421	2,239	3,839	930	4,769
Lena	770	227	997	1,514	449	1,963
<b>Little Chute</b>	<b>9,245</b>	<b>3,812</b>	<b>13,057</b>	<b>22,139</b>	<b>7,733</b>	<b>29,872</b>
Manawa	1,550	377	1,927	3,192	763	3,955
Marinette Cty - Coleman	1,419	326	1,745	2,769	690	3,459
Marinette Cty - Crivitz	1,997	628	2,625	4,339	1,123	5,462
Marinette Cty - Goodman	193	49	242	503	110	613
Marinette Cty - Marinette	2,918	731	3,649	6,553	1,645	8,198
Marinette Cty - Niagara	415	151	566	891	306	1,197
Marinette Cty - Peshtigo	619	319	938	1,467	549	2,016
Marinette Cty - Wausaukee	825	155	980	1,685	294	1,979
Marion	1,963	624	2,587	4,050	1,136	5,186
New London	4,053	811	4,864	8,610	1,601	10,211
Oconto	1,808	495	2,303	3,589	995	4,584
Oconto Falls	2,580	461	3,041	5,538	1,023	6,561
Oneida Tribal - Green Earth	10	4	14	15	10	25
Oneida Tribal - Oneida	396	143	539	751	285	1,036
Scandinavia	586	148	734	1,071	317	1,388
Seymour	2,479	981	3,460	5,136	1,807	6,943
Shawano Cty - Birnamwood	2,288	306	2,594	4,711	712	5,423
Shawano Cty - Bonduel	854	305	1,159	1,706	680	2,386
Shawano Cty - Mattoon	144	42	186	269	65	334
<b>Shawano Cty - Shawano</b>	<b>6,538</b>	<b>1,621</b>	<b>8,159</b>	<b>14,048</b>	<b>3,063</b>	<b>17,111</b>
Shawano Cty - Tigerton	366	236	602	970	430	1,400
Shawano Cty - Wittenberg	392	125	517	888	227	1,115
Shiocton	843	138	981	1,538	328	1,866
Suring	1,010	281	1,291	2,103	611	2,714
<b>Waupaca</b>	<b>9,693</b>	<b>2,356</b>	<b>12,049</b>	<b>20,294</b>	<b>4,764</b>	<b>25,058</b>
Weyauwega	1,375	508	1,883	2,807	851	3,658
<b>Total</b>	<b>142,338</b>	<b>36,424</b>	<b>178,762</b>	<b>275,402</b>	<b>72,112</b>	<b>347,514</b>

Posted 3/3/25

## Director's Report – March 2025

### Ruta Sepetys Visit

We've had a lot of great feedback regarding the visit from Ruta Sepetys on March 6<sup>th</sup>. She is an impressive speaker, and several long-time residents and attendees I spoke with afterward rated her as the best speaker we've had in recent memory. More information is available in the Exhibit Room report. Exhibit Room Coordinator Liz Kneer did a fantastic job, and support from the Foundation made Ms. Sepetys' visit possible.

### Mini Job-Fair

On March 10 we hosted a small job fair run by the Department of Workforce Development (DWD) through the Menasha job center. A total of 8 employers were present, with 30 job seekers turning out. While there isn't a final tally from these events, Reynolds/Presto Products did tell the organizers that they had hired 3 people. Tech Services Coordinator Laura Jandacek continues to do great work with job services, both in house and in partnership with the DWD and others.

### New Day for Staff Meetings

The monthly meeting of Be Well Waupaca County has been a running conflict with our first-Friday-of-the-month Staff meetings. In discussing this conflict, other positives were identified that make changing the day of the regular monthly all-staff meeting helpful. Following the April in-service we will be meeting the morning of the last Friday of the month instead.

### New President of Foundation

Ahead of the Annual Meeting of the Waupaca Public Library Foundation, Vance Linden stepped down as President of the Foundation. At the January meeting, Alan Kjelland was elected the new President of the Foundation. Alan had most recently served the Foundation as Vice President. Vance had served as President since 2014, and served as Vice President from 2011-2014. He will be continuing on as a regular member of the Foundation Board.

### Update on Integrated Library System (ILS) Search

The OWLS ILS committee continues to meet regularly. Both Laura Jandacek and I are members. At the most recent meeting the committee completed a review of a Request for Information that will soon be sent out to a list of prospective vendors. This will likely only include 3 to 4 companies, as there are not many businesses who make and sell this very specialized software. Final recommendation to AAC is scheduled for November 14, 2025.

## Visit from Bradley

Each year, Outagamie-Waupaca Library System (OWLS) Director Bradley Shipps does Library Board visits, trying to attend a Board meeting for each member library at least once. Bradley is presently scheduled to meet with us at our August 20, 2025 meeting. She can provide a short informational presentation on any of the topics listed below:

- Advocacy at the local, county, state, and federal level
- Board appointments
- Budgeting
- County planning process
- Facilitated discussion of a particular policy
- Funding
- Hiring a director
- Inclusive services - DPI assessment
- Intellectual freedom
- Open Meetings Law
- OWLS services and fees
- OWLSnet agreements
- Public Library Standards
- Roles of the board, director, municipality

In the last 2 years she has spoken on county funding and board appointments. She can also do a simple meet and greet, or a different subject not on the list. Let me know what you would be interested in hearing about!

Respectfully submitted,

Eric Scott Bailey

## February Programs

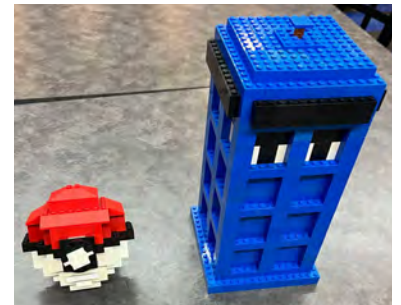
- **Wednesday, February 5** Lunch and Learn: Kayla Suehs-30 people
- **Thursday, February 13** Thursday Film Marathon: For Me and My Gal; From Here to Eternity; Gaslight; Princess Bride-130 people (Mary P.)
- **Saturday, February 15** Book Club: Hello Stranger-6 people (Marcie)
- **Thursday, February 20** Lego Night-5 people (Mary and Marcie)
- **Saturday, February 22** Book-to-Movie Club: The Picture of Dorian Gray-6 people (Jan)
- **¿Cómo se dice?** 14 people over the month
- **Engagement Table:** Scratch Art

Lunch and Learn in February was Kayla Suehs from Edward Jones. She presented on Retirement, what's important to remember when planning and steps to take to ensure a good retirement. I was nervous that attendance would be lower as many of our attendees are already retirement age. However, we had 30 people in attendance! The program was very interesting to those thinking about these subjects with many great resources. Synergy continues to be a great partner in running these. I did find out this month that our main point person Jessica will be leaving Synergy, but they have already given me a new point person who also has been helping with the program. Looking forward to working with Lisa more closely on future Lunch and Learns.

This month we tried having a movie marathon to get through several of Jack's film picks and give some activity for this dreary month. We showed 3 films with Jack intros and wrapped with a more family friendly film in the evening. Mary P. was out of town so we rotated staff hosts, Laura J, Laura C, and Molly were in the room for help if needed. Attendance was consistent throughout the day, but on the lower side of what we had hoped. We suspect that once we use up all of Jack's prerecorded intros, it will be time for us to retire this program.

We had another Adult Lego Night this month, this time at Granite Cellar. Hosts were Marcie and Mary P. This was our lowest attended Lego contest so far, with only 5 participants. We also had the problem of communication between the management at the Danes Hall, and the staff was lacking, so they caught the bartender off guard with the program. Thankfully that was a small blip, and they were able to run a successful albeit small contest. We will have to evaluate locations and frequencies for future contests. The prompt was to build from your favorite fandom. There were some excellent builds this time including a Tardis (Dr. Who), Pokéball (Pokémon), and soccer pitch (Ted Lasso)!

Jan Poppo hosted another successful Book-to-Movie club! For February they read and watched The Picture of Dorian Gray. The attendees have been enthusiastic and quick to suggest future picks.



-Respectfully submitted by Molly Reinke



February started with a new hire, Rebecca Bollhoefer, she is our new Adult Library Associate. Rebecca will also be taking over the IT from Simon. Rebecca having a library background has been able to catch on very quickly and is doing great at circulation. When Simon has time he will work with Rebecca to start training on the IT side of things.



The February Book to Movie Club went well, with the Picture of Dorian Gray. Some members decided they did not want to see that one and some were out of town, but we had two new members show up which was great. Like last month we had a very nice discussion and everyone looks forward to the next one.

In February there were 15 new volunteers scheduled for the Adopt-a-Shelf training. Marcie Cook has been an amazing trainer. Everyone seems to be taking quite well to adopting their shelves. Pages have made comments that they have noticed some improvement on the shelf care lately. I hope to purchase some small dry erase boards possibly, to put on the end of the shelving units for the volunteers to write "Adopted by..." or "Check out this great book.." or even just "Have a nice day".

I have also began the paperwork on the "Walking Books" program. Updates will continue on that progress.

-Respectfully submitted by Janice Popple

# Children's Dept Report - February 2025

**Storytime - 46**

**Babygarten - 81**

**Sunny Day - 264**

**2nd Graders - 117**

**Scavenger Hunt - 113**

**Afterschool Crafts - 56**

With storytime back and planning for the spring and summer, our February was a busy one! Our staff is bringing back our Wednesday **afternoon crafts** and they have been fairly popular to start us off.

February saw the Library collaborate with the Parks and Rec Department to put on **Winter RecFest**. We had a great turn-out (around **250** people) and a generous amount of chili, with enough leftovers to fill up the fridge in the Little Free Pantry.

This month we had visits from the 2nd grade, spearheaded by the fantastic **Mrs. Calnin**. The 2nd graders had a tour of the library, a short story time with cardmaking and a paper snail craft. Our visits were very successful, with kids asking engaged questions, finding books they cared about and overall having more of a dialogue with library staff compared to when they visited in 1st grade. Specifically we thought it was fantastic to see a number of **bilingual** and **spanish-only** students finding books they were excited about. There were a number of kids asking if they could just



come to hang out at the library too! We are looking at the possibility of having the 3rd graders in order to have a library visit every year from our elementary students.



## February 2025 Board Report Teen Department

### Ready to Roll!

May the madness continue! The Teen Room had anywhere from 5-7 eager teens join us for our “Learn How to Run Dungeons and Dragons” series. These young leaders were encouraged to take creative risks as Taylor led them through the process of becoming a Game Master for a group of players. The Game Master is responsible for organizing games, creating scenarios and challenges for the players, and guiding a group of players through a shared story experiences. It is a task that requires the ability to adapt and improvise as well as plan for certain situations, a basic understanding of the rules behind Dungeons and Dragons, clear communication skills, and a desire to make something fun for you and your players. Teens met every Wednesday to learn the basics of Dungeons and Dragons, improvisation skills (with the help of teen staff member, Maddie!), creating fun encounters, and sketching out their very own dungeon. In March, they will have the opportunity to be volunteer Game Masters for the library and will choose between using the dungeons that they created or leading players through a pre-written adventure!

### Teen Art Zone!

The Teen Room has been providing afterschool, hands-on crafts on Fridays. In February, we focused on temporary tattoos and anime-themed art night. The temporary tattoo parlor provided teens with a chance to learn about and experiment with temporary body art. The teens feedback from this program is that they would love to have a real tattoo artist come to the library and talk with them about their career. This is something we'd like to provide this summer if possible. The Anime Night provided teens with a chance to peruse our anime and manga collections here at the library, as well as provide suggestions for new additions, sketch their own manga and comic panels, and explore this art form together.

(Below) Teens participating in “Learn How to Run D&D Workshops” practicing monster creation and improvisation skills.



(Right)  
Teens  
using the  
Temporary  
Tattoo  
Parlor.



Listed below are all of our February events and number of participants that attended:

- 2/5/2025 – Learn How to Run Dungeons and Dragons – 6 participants. Taylor hosted.
- 2/12/2025 – Learn How to Run Dungeons and Dragons – 5 participants. Taylor hosted.
- 2/19/2025 – Learn How to Run Dungeons and Dragons – 4 participants. Taylor hosted.
- 2/26/2025 – Learn How to Run Dungeons and Dragons – 6 participants. Taylor hosted.
- 2/14/2025 – Teen Art Zone: Temporary Tattoos – 8 participants. Taylor hosted.
- 2/7/2025 – Teen Art Zone: Anime Night – 7 participants. Taylor hosted.
- 2/22/2025 – Oreo Challenge – 2 participants. Taylor hosted.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 13th, 2025

## Volunteers and Community Service

### Volunteers

The Waupaca Area Public Library encourages individuals and groups to volunteer their time and efforts in service to the Library. Volunteers do not replace paid staff and are not considered employees of the library; however, volunteers provide important support services to paid staff and/or work on special projects. Participants in the Library's volunteer program learn more about the library and its place in the community and observe firsthand how the Library serves community needs.

Volunteers must be at least 14 years old and those under the age of 16 must have a parent, or guardian's signature. The Head of Adult Services, with support from the Director and other Department Heads, handles applications and works to match interested potential volunteers with opportunities. Volunteer training and work will be supervised by the Department Head (or designee) responsible for managing the relevant workflow. Prior to being assigned to a volunteer opportunity, all applicants must fill out an application form and will be subject to a background check. Individual interest is taken into consideration when matching volunteers with opportunities, but the final decision on if or where someone volunteers at the Library is based on overall need and efficiency and made by Library staff. Volunteers do not staff public service areas, nor do they work with confidential patron data.

The number and type of volunteers accepted is based on the amount of work and supervisory time available. If there are no open positions available, applicants may request that they be placed on a waiting list. Volunteer application forms are kept on file for one year subject to review should a suitable volunteer position become available.

The Library asks that volunteers call in if they are not able to work their scheduled time. In the event that a volunteer is not able to adequately perform the duties assigned to them, the supervisor will attempt to reassign the volunteer. If no such reassignment is possible, appropriate and timely notice will be given to the volunteer.

### Community Service

The Library accepts Community Service workers, court mandated or affiliated with school or another organization at the discretion of the Head of Adult Services. Workers will be asked to agree to a code of conduct and a schedule. Community Service will be terminated if the Code of Conduct is breached.

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▼ The library requires parental signature if the worker is under the age of 16. Code of Conduct

The worker agrees to be on time and to call the supervisor if they will be absent due to illness or lack of transportation.

The worker will conduct themselves in a manner appropriate to the work environment.

The worker will wear clothing appropriate for the work assignment. This will be discussed with the supervisor prior to the assignment.

The worker will refrain from socializing when working.

The worker will not use electronic devices (i.e. Headphones, cell phones) while working.

REVISED: February 19, 2025

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## **Volunteers and Community Service**

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REVISED: February 19, 2025



**I. GENERAL INFORMATION**

1. Name of Library Waupaca Area Public Library		2. Public Library System Outagamie Waupaca Library System			
3b. Head Librarian First Name Eric	3c. Head Librarian Last Name Bailey	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 8/31/2027	
6a. Street Address 107 S. Main St.	6b. Mailing Address or PO Box 107 S. Main St.	7. City / Village / Town Waupaca	8a. ZIP 54981	8b. ZIP4 1799	9. County Waupaca
10. Library Phone Number 7152584414	11. Fax Number	12. Library E-mail Address of Director ebailey@waupacalibrary.org			
13. Library Website URL www.waupacalibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 5	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 24,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	58	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,016	0	0



II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			67,420	2,748			
2. Physical Subscriptions			109				
3. Physical Audio Materials			6,143	71			
4. Physical Video Materials			10,159	239			
5. Other Physical Materials			728				
6. Total Physical Items in Collection			84,450				
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		Yes	Yes	No			
8. E-serials		No	Yes	No			
9. E-audio		Yes	Yes	No			
10. E-video		Yes	No	No			
11. Research Databases		No	Yes	Yes			
12. Online Learning Platforms		No	No	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
149,025	59,011	1,740	35,902	37,406			
			Method for Counting ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Categorized ILL Transactions	Categorized ILL Transactions			
			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			34,823	37,148			
WISCAT			1,019	234			
Other (includes OCLC, manual tracking or other methods)			60	24			
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
12,560	3,109	16,990	264	1,573	32,923		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count	a. Method	b. Annual Count
2,746	4,113	6,859		Actual Count	12,598	Actual Count	99,134
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
64	64	Actual Count	5,619	Actual Count	10,303		

	<b>LIBRARY PROGRAMS AND ATTENDANCE</b>	
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**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	95	44	86	105	35
Total Attendance	2,996	1,274	1,742	1,091	2,845

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	287	77	1	9	
Total Attendance	6,494	3,446	8		
Total Program Views				212	

Describe the library's in-person programs:

The usual pace of programming in 2024 was slower, due to vacancies in the Head of Youth Services and Head of Adult Services positions. Programs are offered on diverse topics for entertainment and education. In addition to library programming, we are active throughout the community and partner regularly with the Park District and the schools.

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Which platforms does the library use to host the library's live, virtual programs:

Zoom Pro

---

Describe the library's live, virtual programs:

A single live virtual program was offered, in partnership with the Waupaca Area Genealogy Society.

---

Which platforms does the library use to host the library's pre-recorded programs:

Podbean

---

Describe the library's pre-recorded programs:

The 9 pre-recorded programs were all sessions of the same Library podcast.

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Melanie	Peterson	915 Nevermind Court	Waupaca	54981	peterson.melanie@gmail.cc
2. Julie	Eiden	E1098 Radley Road	Waupaca	54981	jeiden2@gmail.com
3. Sarah	Hanneman	E3370 Shoemaker Road	Waupaca	54981	haesesa@gmail.com
4. John	Miller	N2410 Long Cove Road	Waupaca	54981	jmiller@town-dayton.com
5. Cory	Nagel	901 Big Pine Court	Waupaca	54981	cory.nagel@waupacawi.gov
6. Holly	Olsen	1318 Stone Ridge Road	Waupaca	54981	olsenholly@hotmail.com
7. Alton	Ross	915 Nevermind Court	Waupaca	54981	peterson.melanie@gmail.cc
8. John	Turner	N2028 Barlow Street	Wauapca	54981	johntheodoreturner@gmail.
9. Mary	Zimmermann	312 W. Union Street	Waupaca	54981	maryz@officewaupaca.com
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members <i>Include vacancies in this count</i>					
9					

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Waupaca	\$367,522
City	Building budget	\$100,165
<b>Subtotal 1</b>		<b>\$467,687</b>

2. County

a. Home County Appropriation for Library Services	<b>Subtotal 2a</b>	<b>\$386,684</b>
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waushara	\$17,429		
Winnebago	\$981		
<b>Subtotal 2b</b>			<b>\$18,410</b>

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
CE Scholarships	\$1,916	Programming Grants	\$686
Non Resident Credit	\$3,821		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
<b>Subtotal 3</b>			<b>\$6,423</b>

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
<b>Subtotal 4</b>		<b>\$0</b>

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
<b>Subtotal 5</b>			<b>\$0</b>

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

	<b>\$0</b>
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7. All Other Operating Income

	<b>\$58,091</b>
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**8. Total Operating Income Add 1 through 7** **\$937,295**

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$502,277	
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes	

<b>VI. LIBRARY OPERATING EXPENDITURES</b>				
Report operating expenditures from all sources. Do not report capital expenditures here.				
1. Salaries and Wages Include maintenance, security, plant operations \$525,829		2. Employee Benefits Include maintenance, security, plant operations \$146,820		
3. Library Collection Expenditures				
a. Print Materials \$38,952	b. Electronic Materials \$9,603	c. Audiovisual Materials \$6,394	d. All Other Library Materials \$964	Subtotal 3 \$55,913
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description	Type	Amount	
OWLS	OWLSNET Automation Services	Fee	\$27,648	
OWLS	WPLC Buying Pool Share	Fee	\$4,132	
Subtotal 4			\$31,780	
5. Other Operating Expenditures				\$168,300
6. Total Operating Expenditures Add 1 through 5				\$928,642
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0
<b>VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT</b>				
1. Capital Income and Expenditures by Source of Income <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal		\$0	\$0	
b. State		\$0	\$0	
c. Municipal		\$0	\$0	
d. County		\$0	\$0	
e. Other		\$0	\$0	
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0	
<b>VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD</b>				
1. Total Amount of Other Funds at the End of Year				\$66,388
<b>IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY</b>				
1. Total Amount of Section IX Funds at End of Year				\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$88,929	40.00
Community Engagement and Progr	Community Outreach / Engagement Specialist	Librn. no-MLS	\$43,264	40.00
Teen Librarian	Department Head / Coordinator / Senior Manag	Librn. no-MLS	\$44,470	40.00
Head of Youth Services	Department Head / Coordinator / Senior Manag	Librn. no-MLS	\$38,376	40.00
Assistant Children's Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$45,708	40.00
Tech Services Librarian	Cataloger	Librn. no-MLS	\$37,440	40.00
Head of Adult Services	Deputy / Associate / Assistant Library Director	Librn. no-MLS	\$45,760	40.00
Children's Program Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$40,062	40.00

X. STAFF (cont'd.)

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Associate	Library Assistant - Public Services	Other	\$50,208	67.25
Library Assistant	Library Assistant - Public Services	Other	\$21,438	32.75
Page	Page/Shelver	Other	\$15,018	24.00
Teen Intern (Summer Help)	Library Assistant - Public Services	Other	\$3,120	5.00
Exhibit Room Coordinator	Library Assistant - Public Services	Other	\$18,080	15.00
ILL Clerk	Inter-Library Loan Assistant	Other	\$24,276	27.50

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
1.00	7.00	8.00	4.29	12.29

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			96,493
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	5,850	66,593	72,443
3. Circulation to Nonresidents Living in Another County in the Library System	1,405	2,506	3,911
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	14,878	4,361	19,239
5. Circulation to All Other Wisconsin Residents	848	6. Circulation to Persons from Out of the State	52
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Outagamie	2,506	f.	
b. Waushara	4,158	g.	
c. Winnebago	203	h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY (Not included in 2024 Report)**

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	3	4
Total Self-Directed Activity Participation	0	312	31
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	13	21
Total Self-Directed Activity Participation	40	2,194	2,577
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Simon	Baumgart	sbaumgart@waupacalibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Jan	Popple	jpopple@waupacalibrary.org	



**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Melanie Peterson	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Eric Bailey	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County  
  
Waupaca

The Waupaca Area Public Library Board of Trustees hereby states that in 2024 the Outagamie Waupaca Library System  
*Name of Public Library* *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
  - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*


Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

The Outagamie Waupaca Library System (OWLS) provides excellent support to its members, overseeing ILS access and maintenance, catalog consistency, providing tech support, providing programming materials, facilitating collaboration among libraries, and much more. This represents a cost savings to libraries as a whole well beyond what is invested at the system level.

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Melanie Peterson	

	COMMENTS	
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SECTION\_VI

5. Other Operating Expenditures

Last year's increase was due to a facilities project funded by a donation. No similar facilities project was done this year.--2025-02-12

Other Library Funds

Beginning Balance of Other Funds Under Library Board Control

Balanced changed following audit.--2025-02-12

**Outagamie Waupaca Library System**  
**Board of Trustees**  
December 19th, 2024, Meeting Minutes

The meeting was called to order at 6:02 p.m. by President Looker.

PRESENT: Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Steve Hart, Brian Looker, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Cindy Fallona, Wendy Hartman, Lila Malvik-Shower, Cathy Thompson.

Hankins moved, seconded by Forsythe, to approve the agenda as presented. Motion carried.

Forsythe moved, seconded by Hankins, to approve the November 21st, 2024, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Frola, to accept the November 2024 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Woodward, to approve the November 2024 and December 2024 automatic payments and checks numbered 34053 – 34086 inclusive, in the total amount of \$96,198.62 and payroll-related expenditures in the amount of \$80,308.69. Motion carried.

**DIRECTOR'S REPORT**

The director's report was shared in writing prior to the meeting.

**BUSINESS**

Forsythe moved, seconded by Woodward, to approve the revised Bylaws. Motion carried.

Frola moved, seconded by Ver Voort, to approve the board meeting schedule for 2025, with corrections to dates. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the Technology & Resource Sharing Plan. Motion carried.

Ver Voort moved, seconded by Frola, to approve the Youth Services Liaison Agreement.

Motion carried.

Gilbert moved, seconded by Forsythe, to authorize the Director to sign and approve the Outagamie County Agreement, providing there are no significant changes. Motion carried.

Trustees reviewed the Telecommuting Policy. No action taken.

Forsythe moved, seconded by Hankins, to approve the Director's Telecommuting Agreement. Motion carried.

Having completed the agenda, the meeting was adjourned by President Looker at 6:36pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant.

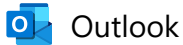
## Email to Policy Committee Members

Received: Wednesday, March 5 at 11:44am

I want to share an observation with you. It's my understanding I'm addressing those of you on the Waupaca Library Policy Committee? I'm fairly new to central Wisconsin and I got my library card in November 2024. I live about 10 miles from the Waupaca Library. Today, I drove to the library to pick up a book that I had on hold and I've probably waited a month and a half to arrive in Waupaca. While checking the book out the librarian informed me the book is due back in 2 weeks. It has a sticker on it that reads "Short Loan". I have to say that I take pride in myself, at my age, that I'm reengaging in reading books...something I haven't done in many, many years but I don't consider myself a bookworm and I don't have time to sit all day on the sofa over the next two weeks in an effort to enjoy this book? My heart basically sank when I was told "it's a popular book, that's why it's due back in 2 weeks". I literally stood at the counter for a minute trying to decide if I should just pass the book back to the librarian. The receipt joyfully announces "You saved \$28.00 using your local library". Well, sadly, I don't imagine I'll be using the library much, policies like requiring the book back in 2 weeks makes it consumer unfriendly. By the way, I would have been happy to wait three months for my opportunity to read this book knowing others before me had ample time to enjoy the content of the book.

Anyways, it's a lovely library and I know it's a privilege afforded to me at the right price, unfortunately some rules and policies make it very difficult for me to enjoy and take advantage of this great resource.

Best regards,



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**[OWLS Directors] Executive Order on IMLS**

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From Bradley Shipps <bshipps@owlsweb.org>

Date Tue 3/18/2025 11:41 AM

To OWLS Directors <dirs@owlsweb.org>

Hi folks,

As you no doubt have heard, late Friday President Trump issued an [Executive Order](#) that calls on the Institute of Museum and Library Services (IMLS) along with several other organizations to reduce their activities to statutorily defined functions. Library groups around the nation and the state immediately responded, and the news grabbed the attention of many of our patrons as well.

Everyone has the same questions: What does it mean, and what can we do? There is a lot we don't know, but some things are starting to become clearer.

It seems there will be very little impact on Wisconsin public libraries in the short term. DPI received word from IMLS today that they expect to send Wisconsin's full annual award in April. Most of the ways that Wisconsin libraries interact with IMLS are statutorily defined and not subject to the order. The "shall" vs. "may" portions of IMLS's statutorily-defined functions are outlined here:

[https://www.everylibraryinstitute.org/imls\\_shall\\_may\\_language](https://www.everylibraryinstitute.org/imls_shall_may_language). We expect a response from IMLS and "plan of compliance" by Friday this week.

The potentially serious impacts are in the future. In October, Congress will vote on whether to re-authorize the IMLS, and if they do not, state grants to libraries would not come through in April 2026. Federal funding through IMLS is important to public libraries in Wisconsin in a variety of ways, and we will need to tell that story.

The good news is that we have time to craft a robust response, and library organizations all over the state are working together on this including WLA, system directors, SRLAAW, LD&L, and the state marketing cohort. There are many ideas percolating, and we will be reaching out to you with specific steps in the coming weeks and months.

If patrons ask what they can do, here are some things you can say today:

1. Vote on April 1 – High turnout lets legislators know that the public is engaged, and they should listen.
2. Contact their federal legislators expressing their support for public libraries with positive impact stories.
3. Sign up for the library newsletter or follow the library on social media so that they receive future Wisconsin-specific calls to action.

If you have specific questions or would just like to discuss further, please give me a call.

Have a great day,  
Bradley

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